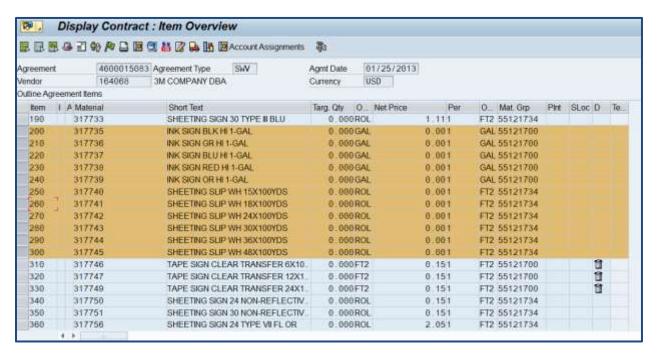
## How to Order "No Charge" (Free) Items

This End-User Procedure is to provide guidance on how to enter "No Charge" (Free) items on a Purchase Order that are established on a Contract. The DGS Commodity Specialist had created line items with a zero cost on the Contract for these "No Charge" Line Items as shown in the example below.



(Purchase Order process continued on next page)

Once the Purchase Order is created, <u>only on the "NO CHARGE" lines</u>, select the Invoice tab and remove the check from the Inv. Receipt. This means that you will not be invoiced for this item since it is "Free" and therefore, you will not get an error message. Do <u>not</u> do this for other line items with pricing.

